Revision 1, 4-6-18

PROCEDURE FOR ELECTIONS OF DEPARTMENT CHAIRPERSONS

Elections for all department chairpersons are to be held during the spring semester. Elections
must be in accord with University Senate policy and the State/Union Agreement. All elections
must be completed and reported to the appropriate Dean and the University Senate office by
April 30.

Only the following are PEOPLE ELIGIBLE TO VOTE:
§ All tenured and tenure-track faculty, including those on leave.
§ All full-time professional staff assigned to a department, including those on leave.
§ All professional staff assigned to an academic department, including those on leave.
§ Lecturers will be eligible to vote for, but not serve as chair.
§ Faculty on full-time alternate out-of-unit assignments are NOT eligible to vote.

Each election shall be by secret ballot and shall “be conducted in a formal, unquestionable
procedure so that it will ensure a fair and just expression of each department member’s
preference.” The elections are to be conducted by an odd-numbered election committee of the
department. This committee will prepare ballots, make all other arrangements necessary for the
balloting, EVEN IF THERE IS NO DECLARED OPPOSITION, and open and count ballots at the
ballot box.

The ballot box is to be resealed and taken by members of the election committee to the office of
the appropriate Academic Dean where it will be stored.

In any department, the election committee may request that a committee of the University
Senate supervise election procedures. No member of that committee may be a member of the
department conducting the election.

The person receiving a majority (ONE MORE THAN 50 PERCENT) of ALL ELIGIBLE VOTERS
of a department shall be declared elected. The term of office for all newly-elected or re
-off election.
* There is an election of two or more candidates and they receive an equal number of votes. In
this case, a run-off between the same candidates will be held. This may be repeated in the case
of another tie, or the department may vote to have the Dean or Vice President/Provost appoint a
temporary chair as detailed below.

In the event that an election teie nrs wdy n s agdyb
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days of the election, the Vice President/Provost or the appropriate Academic Dean will, in the
presence of the complainant and the department election committee, re-open and cause to be
recounted the ballots cast in the election. If this does not satisfy the complainant, the Vice-President/Provost may call for another election, which will then be held under his/her
supervision. The Vice President/Provost may request that the University Senate also send a
representative to aid in conducting the election. The Vice President/Provost may not in any way
attempt to influence the outcome of this election. The Vice President/Provost’s sole concern will
be with the election procedures. No further appeals may be made following this election.

If a chairperson cannot be elected from among department members, the department may seek
a chairperson outside the immediate department. In the event the department is unable to elect

Revision 1, 4-6-18

a chairperson, the department may then, by simple majority, vote to have the appropriate
Academic Dean or the Vice President/Provost appoint a temporary chairperson for no more